

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	June	1-30 Enter each Center's Summer Term data into appropriate Workbooks (Activities, Attendance, Staffing)				
	July	1-31 Enter each Center's Summer Term data into appropriate Workbooks (Activities, Attendance, Staffing)				
	August	1-31 Enter each Center's Summer Term data into appropriate Workbooks (Activities, Attendance, Staffing)				
<div>Instructions →</div> <div>WATCH FOR E-MAIL UPDATES from 21st CCLC & JEM Staff → → →</div>		<div>1. Activities and Staffing will be sent to each Center through Google Sheets (via an online link). You will receive detailed directions on how to access (including signing up for access if necessary) and how to enter data in late June. These have been updated for the 2017-18 reporting year. NOTE: You will no longer have to submit these separately as they will be housed in the Google Cloud and shared with OPI.</div> <div>2. Attendance workbooks (Excel file) will be sent to each Grantee. Grantee Directors must send workbooks to each of their Center Coordinators to complete, or enter the data for all centers themselves. Enter student information based on their status in the upcoming school year (2017-2018 School Year); for example, you should enter grade level in 2017-18 school year. Completed workbooks must be sent to the OPI (per due dates) through the ePass system in order to protect student confidentiality. Each Center must use only ONE Attendance workbook for the entire 2017-2018 program year (do not track summer and school year attendance separately).</div> <div>NOTE: The Activities & Staffing Google Workbook and the Attendance Excel Workbook must include all data from the three program year's terms (2017 Summer, 2017 Fall, 2018 Spring).</div>				
		<div>Mary Ellen Earnhardt 1-406-444-3519 mearnhardt@mt.gov Amanda Domino 1-406-444-1964 adomino@mt.gov, Miriam Resendez, Evaluator, 1-928-941-7006 miriam@jemrlc.com</div>				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					<div>1</div> <div>9/1/2017 Data Reporting & Evaluation Notification to School Admin. & Educators</div> <div>9/1/17-12/31/17 Enter each Centers Fall Term Data into appropriate Workbooks (Activities, Attendance, Staffing)</div>	<div>2</div>
<div>3</div>	<div>4</div>	<div>5</div>	<div>6</div>	<div>7</div>	<div>8</div> <div>9/8/2017 2017 Summer Term Program Data Reports Due(Activities, Attendance, Staffing)</div>	<div>9</div>
<div>10</div>	<div>11</div>	<div>12</div>	<div>13</div>	<div>14</div>	<div>15</div> <div>9/15/2017 Program Self-Assessment</div>	<div>16</div>
<div>17</div>	<div>18</div>	<div>19</div>	<div>20</div>	<div>21</div>	<div>22</div>	<div>23</div>
<div>24</div>	<div>25</div>	<div>26</div>	<div>27</div>	<div>28</div>	<div>29</div>	<div>30</div>
<div>Instructions →</div> <div>WATCH FOR E-MAIL UPDATES from 21st CCLC & JEM Staff → → →</div>		<div>9/1/2017</div> <div>Each Center must notify the school concerning the types of data they will be requesting throughout the year and the reasons why they need the data. Please see the Superintendent/Principal Agreement Form.</div> <div>9/1/17-12/31/17</div> <div>1. UPDATE the 2017 -2018 ACTIVITIES AND STAFFING sheet in Google Sheets with the 2017 Fall Term data.</div> <div>2.UPDATE the 2017-2018 ATTENDANCE workbook with the 2017 Fall Term data</div> <div>9/8/2017</div> <div>Review all data entered for accuracy. Review the appropriate Term's reports and make corrections as necessary. Submit Attendance Workbook through the ePass system.</div> <div>9/15/2017</div> <div>The 21st CCLC Program Self-Assessment will be completed online. A link will be provided August 1st along with detailed instructions. The self-assessment has been updated for the 2017-18 reporting year; for example, it now includes ESSA aligned best practice activities and requirements</div>				
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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 9/1/2017-12/31/2017 Enter each Centers Fall Term data into appropriate Workbooks – (Activities, Attendance, Staffing)	3 10/1/17-12/1/17 Local Evaluation Subcontract for 2016-17 Grant Year Reporting	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Instructions →

WATCH FOR E-MAIL UPDATES
from 21st CCLC & JEM Staff → →
→

9/1/17-12/31/2017

1. UPDATE the 2017 -2018 ACTIVITIES AND STAFFING sheet in Google Sheets with the 2018 Spring Term data.
2. UPDATE the 2017-2018 ATTENDANCE workbook with the 2018 Spring Term data.

10/1/17-12/1/17

Local evaluator for the 2016-17 Evaluation must be identified. If you are subcontracting with the State evaluator (JEM & R), a subcontract must be completed by 12/1/2017. An online link will be provided on ~10/1/2017 if you are interested in subcontracting with JEM & R. LLC

Mary Ellen Earnhardt 1-406-444-3519 mearnhardt@mt.gov Amanda Domino 1-406-444-1964 adomino@mt.gov,
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			1 10/1/17-12/1/17 Local Evaluation Subcontract for 2016-17 Grant Year Reporting	2 9/1/2017-12/31/2017 Enter each Centers Fall Term data into appropriate Workbooks – (Activities, Attendance, Staffing)	3	4
5	6	7	8	9	10	
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
<div>Instructions</div> <div>→</div> <div>WATCH FOR E-MAIL UPDATES from 21st CCLC & JEM Staff → → →</div>		<div>9/1/17-12/31/2017</div> <div>1. UPDATE the 2017 -2018 ACTIVITIES AND STAFFING sheet in Google Sheets with the 2018 Spring Term data. 2. UPDATE the 2017-2018 ATTENDANCE workbook with the 2018 Spring Term data.</div> <div>10/1/17-12/1/17</div> <div>Local evaluator for the 2016-17 Evaluation must be identified. If you are subcontracting with the State evaluator (JEM & R), a subcontract must be completed by 12/1/2017. An online link will be provided on ~10/1/2017 if you are interested in subcontracting with JEM & R. LLC</div>				
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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 9/1/2017-12/31/2017 Enter each Centers Fall Term data into appropriate Workbooks – (Activities, Attendance, Staffing)	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
<div>Instructions →</div> <div>WATCH FOR E-MAIL UPDATES from 21st CCLC & JEM Staff → →</div>		<div>9/1/17-12/31/2017</div> <div>1. UPDATE the 2017 -2018 ACTIVITIES AND STAFFING sheet in Google Sheets with the 2018 Spring Term data. 2. UPDATE the 2017-2018 ATTENDANCE workbook with the 2018 Spring Term data.</div>				
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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 1/1/18-5/31/18 Enter each Center's Spring Term Data in Workbooks – activities, attendance, staffing	2	3	4	5	6
7	8	9	10	11	12 1/12/2018 2017 Fall Term Program Data Reports Due-Activities, Attendance, Staffing	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
<div>Instructions →</div> <div>WATCH FOR E-MAIL UPDATES from 21st CCLC & JEM Staff → →</div>		<div>1/1/18-5/31/18</div> <div>1. UPDATE the 2017 -2018 ACTIVITIES AND STAFFING sheet in Google Sheets with the 2018 Spring Term data.</div> <div>2. UPDATE the 2017-2018 ATTENDANCE workbook with the 2018 Spring Term data.</div>				
		<div>1/12/2018</div> <div>Review all data entered for accuracy. Review the appropriate Term's reports and make corrections as necessary. Submit Attendance Workbook through the ePass system.</div>				
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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 1/1/18-5/31/18 Enter each Center's Spring Term Data in Workbooks – activities, attendance, staffing	2	3
4	5 2/5/2018 E-Grants Competitive Application Opens	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			
Instructions → WATCH FOR E-MAIL UPDATES from 21st CCLC & JEM Staff → → →		1/1/18-5/31/18 1. UPDATE the 2017 -2018 ACTIVITIES AND STAFFING sheet in Google Sheets with the 2018 Spring Term data. 2. UPDATE the 2017-2018 ATTENDANCE workbook with the 2018 Spring Term data.				
		2/5/2018 Tentative. Watch for email from Mary Ellen Earnhardt for opening date.				
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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 3/1/2018 Grantee’s 2016-17 Local Evaluation Report released (optional)	2 1/1/18-5/31/18 Enter each Center’s Spring Term Data in Workbooks – activities, attendance, staffing	3
4	5	6	7	8	9	10
11	12	13	14	15 3/15/18-4/30/18 Teacher & Student Survey Administration Window	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30 3/30/2018 2016-17 Local Evaluation Reports due to State Evaluator/OPI	
<div>Instructions →</div> <div>WATCH FOR E-MAIL UPDATES from 21st CCLC & JEM Staff → → →</div>		<div>1/1/18-5/31/18</div> <div>1. UPDATE the 2017 -2018 ACTIVITIES AND STAFFING sheet in Google Sheets with the 2018 Spring Term data.</div> <div>2. UPDATE the 2017-2018 ATTENDANCE workbook with the 2018 Spring Term data.</div> <div>3/1/2018</div> <div>Tentative. If you have subcontracted with JEM & R, they will send out Final Drafts of the Local Evaluation Report to Grantees. Similar to the 2015-16 Report, grantees will be asked to complete narrative and any additional local data <i>if needed</i>.</div> <div>3/15/18-4/30/2018</div> <div>Survey Administration Guide will be sent to programs by the State Evaluator in February.</div> <div>3/30/2018</div> <div>Email completed reports (in Word) to State Evaluator, Miriam Resendez at miriam@jemrllc.com.</div>				
		<div>Mary Ellen Earnhardt 1-406-444-3519 mearnhardt@mt.gov Amanda Domino 1-406-444-1964 adomino@mt.gov, Miriam Resendez, Evaluator, 1-928-941-7006 miriam@jemrllc.com</div>				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 1/1/18-5/31/18 Enter each Center's Spring Term Data in Workbooks – activities, attendance, staffing	3	4	5	6	7
8	9 4/9/2018 E-Grants Competitive Application Closes	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27 3/15/18-4/30/18 Teacher & Student Survey Administration Window	28
29	30 4/30/2018 1. 2016-2017 State Evaluation Report 2. Teacher & Student Survey Administration Window					
Instructions → WATCH FOR E-MAIL UPDATES from 21st CCLC & JEM Staff → → →		1/1/18-5/31/18 1. UPDATE the 2017 -2018 ACTIVITIES AND STAFFING sheet in Google Sheets with the 2018 Spring Term data. 2. UPDATE the 2017-2018 ATTENDANCE workbook with the 2018 Spring Term data. 3/15/2018-4/30/2018 Survey Administration Guide will be sent to programs by the State Evaluator in February. 4/9/2018 Due by 11:59 PM (midnight). 4/30/2018 1. Evaluator (JEM&R) will send 2016-2017 State Evaluation Report to the OPI. 2. Survey Administration Guide will be sent to programs by the State Evaluator in February.				
		Mary Ellen Earnhardt 1-406-444-3519 mearnhardt@mt.gov Amanda Domino 1-406-444-1964 adomino@mt.gov , Miriam Resendez, Evaluator, 1-928-941-7006 miriam@jemrlc.com				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 5/1/2018-6/1/2018 Parent, School, Program, Staff Survey Administration Window	2 1/1/18-5/31/18 Enter each Center's Spring Term Data in Workbooks – activities, attendance, staffing	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Instructions → WATCH FOR E-MAIL UPDATES from 21st CCLC & JEM Staff → → →		1/1/18-5/31/18 1. UPDATE the 2017 -2018 ACTIVITIES AND STAFFING sheet in Google Sheets with the 2018 Spring Term data. 2. UPDATE the 2017-2018 ATTENDANCE workbook with the 2018 Spring Term data.				
		5/1/2018 – 6/1/2018 Survey Administration Guide will be sent to programs by the State Evaluator in February.				
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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15 6/15/2018 2018 Spring Term Data Reports Due (Activities, Attendance, Staffing)	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
<div>Instructions →</div> <div>WATCH FOR E-MAIL UPDATES from 21st CCLC & JEM Staff → →</div>		<div>5/1/2018 – 6/1/2018</div> <div>NOTE: Review all data entered for accuracy. Review the appropriate Term/s reports and make corrections as necessary. Submit Attendance Workbook through the ePass system.</div>				
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Montana Office of Public Instruction 21st Century Community Learning Centers (21st CCLC) Final 2017-2018 Reporting Timeline		
Below is a timeline for completing the 2017-2018 program year's reporting elements.		
Due Date	Reporting Task	Instructions
6/1/2017-5/31/2018	Register All Students	Registration forms need to be updated annually. Use the example Student Registration form (optional).
6/1/2017-8/31/2017	Enter each Center's Summer Term data into appropriate Workbooks (Activities, Attendance, Staffing)	<p>1. Activities and Staffing will be sent to each Center through Google Sheets (via an online link). You will receive detailed directions on how to access (including signing up for access if necessary) and how to enter data in late June. These have been updated for the 2017-18 reporting year. NOTE: You will no longer have to submit these separately as they will be housed in the Google Cloud and shared with OPI.</p> <p>2. Attendance workbooks (Excel file) will be sent to each Grantee. Grantee Directors must send workbooks to each of their Center Coordinators to complete, or enter the data for all centers themselves. Enter student information based on their status in the upcoming school year (2017-2018 School Year); for example, you should enter grade level in 2017-18 school year. Completed workbooks must be sent to the OPI (per due dates) through the ePass system in order to protect student confidentiality. Each Center must use only ONE Attendance workbook for the entire 2017-2018 program year (do not track summer and school year attendance separately).</p> <p>NOTE: The Activities & Staffing Google Workbook and the Attendance Excel Workbook must include all data from the three program year's terms (2017 Summer, 2017 Fall, 2018 Spring).</p>
9/15/2017	Program Self Assessment	The 21st CCLC Program Self Assessment will be completed online. A link will be provided August 1st along with detailed instructions. The self-assessment has been updated for the 2017-18 reporting year; for example, it now includes ESSA aligned best practice activities and requirements.
9/1/2017	Data Reporting and Evaluation Notification to School Administration and Educators	Each Center must notify the school concerning the types of data they will be requesting throughout the year and the reasons why they need the data. Please see the Superintendent/Principal Agreement Form.
9/8/2017	2017 Summer Term Program Data Reports Due (Activities, Attendance, Staffing)	Review all data entered for accuracy. Review the appropriate Term's reports and make corrections as necessary. Submit Attendance Workbook through the ePass system.
9/1/2017-12/31/2017	Enter each Center's Fall Term data into appropriate Workbooks (Activities, Attendance, Staffing)	<p>1. UPDATE the 2017 -2018 ACTIVITIES AND STAFFING sheet in Google Sheets with the 2017 Fall Term data.</p> <p>2. UPDATE the 2017-2018 ATTENDANCE workbook with the 2017 Fall Term data.</p>
10/1/2017- 12/1/2017	Local Evaluation Subcontract for 2016-17 Grant Year Reporting	Local evaluator for the 2016-17 Evaluation must be identified. If you are subcontracting with the State evaluator (JEM & R), a subcontract must be completed by 12/1/2017. An online link will be provided on ~10/1/2017 if you are interested in subcontracting with JEM & R.
1/12/2018	2017 Fall Term Program Data Reports Due (Activities, Attendance, Staffing)	Review all data entered for accuracy. Review the appropriate Term's reports and make corrections as necessary. Submit Attendance Workbook through the ePass system.
1/1/2018-5/31/2018	Enter each Center's Spring Term data into appropriate Workbooks (Activities, Attendance, Staffing)	<p>1. UPDATE the 2017 -2018 ACTIVITIES AND STAFFING sheet in Google Sheets with the 2018 Spring Term data.</p> <p>2. UPDATE the 2017-2018 ATTENDANCE workbook with the 2018 Spring Term data.</p>
2/5/2018	E-Grants Competitive Application Opens	Tentative. Watch for email from Mary Ellen Earnhardt for opening date.
3/1/2018	Grantee's 2016-17 Local Evaluation Report released (optional)	Tentative. If you have subcontracted with JEM & R, they will send out Final Drafts of the Local Evaluation Report to Grantees. Similar to the 2015-16 Report, grantees will be asked to complete narrative and any additional local data <i>if needed</i> .
3/30/2018	2016-17 Local Evaluation Reports due to State Evaluator/OPI	Email completed reports (in Word) to State Evaluator, Miriam Resendez at miriam@jemrllc.com.
4/9/2018	E-Grants Competitive Application Closes	Due by 11:59 PM (midnight).
4/30/2018	2016-2017 State Evaluation Report	Evaluator (JEM&R) will send 2016-2017 State Evaluation Report to the OPI.
3/15/2018-4/30/2018	Teacher and Student Survey Administration Window	Survey Administration Guide will be sent to programs by the State Evaluator in February.
5/1/2018-6/1/2018	Parent, School Administrator, and Program Administration & Staff Survey Administration Window	Survey Administration Guide will be sent to programs by the State Evaluator in February.
6/15/2018	2018 Spring Term Data Reports Due (Activities Attendance, Staffing)	NOTE: Review all data entered for accuracy. Review the appropriate Term's reports and make corrections as necessary. Submit Attendance Workbook through the ePass system.

Questions? For Activities, Staffing, and Attendance, contact the 21st CCLC staff: Amanda Domino 1-406-444-1964 adomino@mt.gov,
For Program Self Assessment reporting, contact Mary Ellen Earnhardt 1-406-444-3519 mearnhardt@mt.gov,
and for Local Evaluation reporting, contact Miriam Resendez, Evaluator, 1-928-941-7006 miriam@jemrllc.com.